

PART 2006 – MANAGEMENT

Subpart M – Management Control System

2006.601 General

This instruction supplements but in no way modifies or supersedes RD Instruction 2006-M.

2006.603 Definitions

The State Internal Review (SIR) Team will consist of Program Director(s), State Office Specialist(s) and Technician(s), Environmental Coordinator, Civil Rights Manager, Contract Program Manager, Information Resources Manager and Management and Program Analyst.

The State Senior Management (SSM) Team will consist of the Program Directors, Rural Development Managers, and Civil Rights Manager.

2006.605 Responsibilities

2006.605(g) and Exhibit B IV(c)(4), VI(c), and VII(d)

State Senior Management (SSM) Team will

1. Select offices to be reviewed each fiscal year.
2. Review various reports to preplan the management review of each office.
3. Identify major trends, deficiencies, and weaknesses of functions to be reviewed to ensure they receive proper emphasis during a review.
4. Review Action Plans and SIR Team findings to ensure weaknesses are appropriately addressed and corrective actions will correct the deficiency. This review will be conducted for all field offices and centralized program reviews.
5. Make recommendations to the State Director regarding final closure of SIR reports when documentation shows that corrective actions have been implemented and deficiencies eliminated or substantially reduced.

Exhibit B, III, (a)

Reviews will be conducted in all field offices and the centralized program areas in the State Office. A minimum of two SIRs will be completed each fiscal year.

Exhibit A provides an overview of the process used and time frames for conducting SIRs and Mini SIRs.

Attachment: Exhibit A

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